



## BOARD FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

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**REQUEST FOR POSTPONEMENT OF EXAMINATION**

If you are requesting postponement for an examination, please complete the bottom portion and submit to the Board with all supporting documentation. This form is to be used by individuals who are unable to attend an examination under *any* circumstances.

[Click here](#) for the related laws and regulations and examples of reasons the Board may consider for postponement.

Postponement requests will not be considered without supporting documentation attached. Requests will be accepted until ten working days after the examination.

A response will be mailed to you as soon as possible. However, please be prepared that a determination may not be made until after the examination due to the high volume and processing time of applications for the current examination cycle. If your request is approved, your examination fee will be forwarded to the next available examination.

**PLEASE TYPE OR PRINT CLEARLY**

YOUR NAME: \_\_\_\_\_

DISCIPLINE: \_\_\_\_\_ ID #: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

REASON FOR POSTPONEMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following are some examples of what the Board considers to be reasonable cause for postponements, and what is required in the way of documentation for each such cause. Naturally the following list is not exhaustive and each situation is considered on a case-by-case basis.

1) Business Commitment

- a) You are required to work extra hours at and therefore have been unable to study adequately for the examination **OR** required to work on the date of the exam.

- Documentation: Employer verification on company letterhead

2) Medical

- a) Sick, injured, or hospitalized on the day of the examination

- b) Serious illness or hospitalization which prevented adequate preparation for the examination

- Documentation Verification from a doctor

- c) Death, serious illness, or injury to a family member which prevented attendance at examination

- Documentation Verification from a doctor, copy of death certificate, obituary, or funeral program

3) Mechanical

- a) Automobile breakdown or accident on the day of the examination

- Documentation Verification from mechanic or accident report

4) Court

- a) Court appearance required on the day of examination

- Documentation Copy of subpoena or statement from court clerk

5) Military

- a) Called to active duty

- Documentation Copy of orders or statement from commanding officer

Causes that do not qualify for postponement may include but are not limited to, personal business, visiting relatives, divorce, weddings, and academic requirements.

Not being prepared or not having time to study is **not** sufficient cause for postponement.